



**TOWN OF BROOKFIELD**  
**100 Pocono Road**  
**Brookfield, CT 06804**

## **JOB OPPORTUNITY**

Recruiter/Contact:	Fern Smenyak, Director of Human Resources P.O. Box 5106, 100 Pocono Rd. email: <a href="mailto:fsmenyak@brookfieldct.gov">fsmenyak@brookfieldct.gov</a> Brookfield, CT 06804 Fax: 203-775-4068
Posting Date:	May 11, 2015
Job Title:	LIBRARY SHELVER
Department:	LIBRARY
Job Level and Rate:	\$11.00 per hour
Job Description:	<b>PART-TIME LIBRARY SHELVER</b> Applicant must be capable of performing a variety of routine tasks including, but are not limited to, shelving library materials returned from circulation and in-house use, retrieving periodicals from storage, shifting collection, maintaining proper order of magazines and newspapers in public areas and in storage and assisting at the Circulation Desk. A full job description is available at the Library or Human Resources Department. Submit resume/and or application to the above listed office. <b><u>Applications/Resumes must be received by 05/22/15. Equal Opportunity Employer.</u></b>
Work Week:	8 hours per week (3 hours Friday, 3 hours Saturday, 2 hours Sunday)
Skills Required:	Must be at least 15 years of age.
Education Required:	Must be able to follow verbal and written instructions. Able to learn and follow Dewey Decimal System for shelving books.
Licensure Requirement(s):	N/A
Union or non-union position:	Non-Union

### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit at a desk or stand and work continuously for extended periods of time. The employee is required to stand, walk, sit, bend, stoop and kneel. The employee is frequently required to reach with hands and arms. The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this job include vision, distance vision, and the ability to adjust focus.